

SiteManager **Training Manual**



Module F
Chapter 3

Material Management
Material User

Section F-3-8

Viewing the Material User Window

Student's Version

Indiana Department of Transportation
December 2007 Version 3.7b

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Viewing the Material User Window

This document will explain how to view Material User information for a sampler's and tester's qualifications in accordance with the Qualified Laboratory Technician Program and the Certified Technician Program.



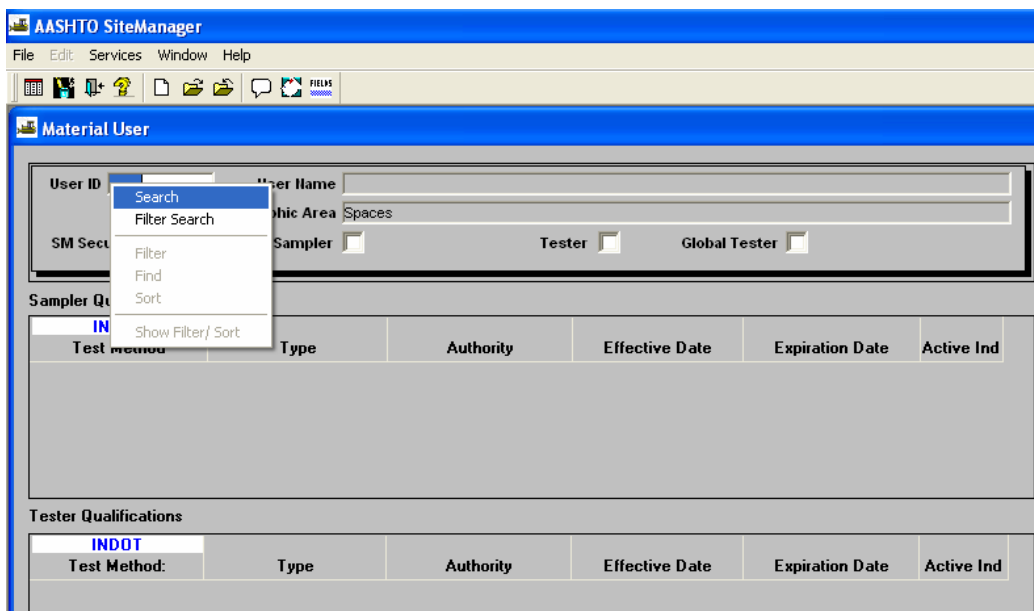
“Double-click” on the **Materials Management (+)** icon located on the Main Panel



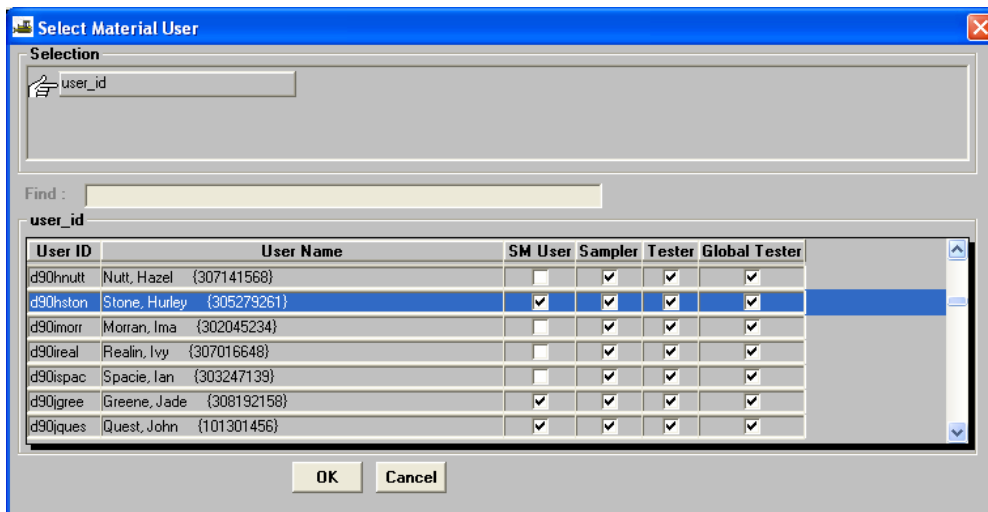
“Double-click” on **Approved Lists (+)** icon



“Double-click” on **Material User** icon.



“Right-click” on the **User ID** field and Search for the appropriate **User Name**



“Double-click” on the appropriate **User Name**.

Material User

User ID: p890hston User Name: Stone, Hurley
 Geographic Area: Vincennes District

SM Security User ☒ Sampler ☒ Tester ☒ Global Tester ☒

Sampler Qualifications

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
ITM207 - Aggregate	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
T40 - Asphalt Material	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
Other	Other	Other	12/16/06 00:00:00	12/31/49 00:00:00	Y
T141 - Concrete	Qual Tech	2004 INDOT - IA	04/04/04 00:00:00	01/01/07 00:00:00	N

Tester Qualifications

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T97 - Concrete	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
T11 - Aggregate	Qual Tech	2004 INDOT - IA	11/11/04 00:00:00	01/01/07 00:00:00	N
T11 - Aggregate	Qual Tech	2004 INDOT - Written	11/11/04 00:00:00	01/01/07 00:00:00	N
T112 - Aggregate	Qual Tech	2004 INDOT - IA	11/11/04 00:00:00	01/01/07 00:00:00	N
T112 - Aggregate	Qual Tech	2004 INDOT - Written	11/11/04 00:00:00	01/01/07 00:00:00	N

The **Material User** window opens up showing the sampler and tester qualifications

User ID: The **User ID** is the material users unique SiteManager ID

User Name: The **User Name** is the name of the material user associated to the **User ID**

Geographic Area: The **Geographic Area** is used to organize **material users** based on a common geographic work area. Non-INDOT inspectors will be assigned a **Geographic Area** indicative of their title such as Local Government Agency, Contractor, Consultant or Supplier.

SM Security User: Indicates the name user is a Sitemanager User.

Sampler: Indicates the named user is a Certified Sampler

Tester: Indicates the named user is a Certified Tester.

Viewing a Material User's qualifications in the Qualified Laboratory Technicians Program

The screenshot shows the AASHTO SiteManager application window. The title bar reads 'AASHTO SiteManager'. The menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The toolbar contains various icons for file operations and help. The main window is titled 'Material User' and contains a form with the following fields:

- User ID: j90hston
- User Name: Stone, Hurley
- Geographic Area: Vincennes District
- SM Security User: ☒
- Sampler: ☒
- Tester: ☒
- Global Tester: ☒

Below the form is a section titled 'Sampler Qualifications' which contains a table with the following data:

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
ITM207 - Aggregate	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
T40 - Asphalt Material	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
Other	Other	Other	12/16/06 00:00:00	12/31/49 00:00:00	Y
T141 - Concrete	Qual Tech	2004 INDOT - IA	04/04/04 00:00:00	01/01/07 00:00:00	N

The bottom panel lists the **Sampler Qualifications** and **Tester Qualifications** associated to the **User Name** in the top panel.

Sampler Qualifications:

Test Method: The **Test Method** field indicates the sampling test method and material associated to the test method. Note: Levels that start with an IT = Indiana Test Method, Levels that start with a T = American Association of State highway and Transportation Officials Test Methods.

Type: The **Type** indicates the type of sampling program. The selection that will be utilized for the Qualified Laboratory Technicians Program is **Qual Tech**.

Authority: The **Authority** field indicates the year and how the tester was certified:

Qualified	INDOT – Written
Passed a proficiency test	INDOT – IA

Effective Date: The **Effective Date** is the date the sampler passed the written or proficiency qualification requirements and is allowed to sample the material.

Expiration Date: The **Expiration Date** is the date that the sampler shall no longer be allowed to sample the material without some type of additional approval process.

Active Ind: The **Active Ind** field specifies whether a sampler qualifications is active or not.

AASHTO SiteManager

File Edit Services Window Help

Material User

User ID: p90hston User Name: Stone, Hurley
 Geographic Area: Vincennes District
 SM Security User ☒ Sampler ☒ Tester ☒ Global Tester ☒

Sampler Qualifications

INDOT Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
ITM207 - Aggregate	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
T40 - Asphalt Material	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
Other	Other	Other	12/16/06 00:00:00	12/31/49 00:00:00	Y
T141 - Concrete	Qual Tech	2004 INDOT - IA	04/04/04 00:00:00	01/01/07 00:00:00	N

Tester Qualifications

INDOT Test Method:	Type	Authority	Effective Date	Expiration Date	Active Ind
T97 - Concrete	Qual Tech	2007 INDOT - IA	09/05/07 00:00:00	09/04/08 23:59:59	Y
T11 - Aggregate	Qual Tech	2004 INDOT - IA	11/11/04 00:00:00	01/01/07 00:00:00	N
T11 - Aggregate	Qual Tech	2004 INDOT - Written	11/11/04 00:00:00	01/01/07 00:00:00	N
T112 - Aggregate	Qual Tech	2004 INDOT - IA	11/11/04 00:00:00	01/01/07 00:00:00	N
T112 - Aggregate	Qual Tech	2004 INDOT - Written	11/11/04 00:00:00	01/01/07 00:00:00	N

Tester Qualifications:

Test Method: The **Test Method** field indicates the testing test method and material associated to the test method.

Note: Test Methods that start with and IT = Indiana Test Method, test methods that start with T = American Association of State Highway and Transportation Officials test methods.

Type: The **Type** indicates the type of testing program. The selection that will be utilized for the Qualified Technicians Program is **Qual Tech**.

Authority: The **Authority** field indicates the year and how the tester was:

Qualified	INDOT – Written
Passed a proficiency test	INDOT – IA

Effective Date: The **Effective Date** is the date the tester passed the qualifications and is allowed to test the material.

Expiration Date: The **Expiration Date** is the date that the tester shall no longer be allowed to test the material without some type of additional approval process.

Active Ind: The **Active Ind** field specifies whether a tester's qualifications is active or not.

Viewing a Material User's Certifications within the Certified Technician Program

The screenshot shows the AASHTO SiteManager application window. The 'Material User' section displays the following information:

- User ID: boxsredd
- User Name: Redd, Scarlet
- Geographic Area: Contractor
- SM Security User: ☒
- Sampler: ☒
- Tester: ☒
- Global Tester: ☒

Below this, there are two tables: 'Sampler Qualifications' and 'Tester Qualifications'.

Sampler Qualifications Table:

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Cert Tech - Str. Concrete	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
T141 - Concrete	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
ITM207 - Aggregate	Cert Tech - CAPP	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
ITM207 - Aggregate	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
T141 - Concrete	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N

Tester Qualifications Table:

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T23 - Concrete	Cert Tech	2007 Purdue - Str. Conc.	08/05/07 00:00:00	08/04/08 23:59:59	Y

Sampler Qualifications:

Test Method: The **Test Method** field indicates the sampling test method and material associated to the test method. Note: Levels that start with an IT = Indiana Test Method, Levels that start with a T = American Association of State highway and Transportation Officials Test Methods.

Type: The **Type** field indicates the type of certified program the sampler is being certified. The types of programs utilized for sampling in the Certified Technician Program are:

- CAPP
- HMA
- Str. Concrete

Authority: The **Authority** field indicates the year and how the sampler was certified or passed a proficiency test. The selections that will be utilized when a sampler is certified are:

- YYYY Purdue – CAPP
- YYYY Purdue – Str. Concrete
- YYYY Rose Hulman – HMA

Where YYYY is the year the sampler is certified. The selection that will be utilized when a sampler passes the proficiency portion for a material within the Certified Technicians Program is YYYY INDOT – IA where YYY is the year the sampler passes the proficiency portion for the material.

AASHTO SiteManager

File Edit Services Window Help

Material User

User ID: User Name:
 Geographic Area:
 SM Security User: ☒ Sampler: ☒ Tester: ☒ Global Tester: ☒

Sampler Qualifications

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Cert Tech - Str. Concrete	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
T141 - Concrete	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
ITM207 - Aggregate	Cert Tech - CAPP	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
ITM207 - Aggregate	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
T141 - Concrete	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N

Tester Qualifications

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T23 - Concrete	Cert Tech	2007 Purdue - Str. Conc.	09/05/07 00:00:00	09/04/08 23:59:59	Y
HMA	Cert Tech - HMA	2007 Rose Hulman - HMA	09/05/07 00:00:00	09/04/08 23:59:59	Y
CAPP	Cert Tech	2003 Purdue - CAPP	09/05/07 00:00:00	09/04/08 23:59:59	Y
CAPP	Cert Tech - CAPP	2007 Purdue - CAPP	09/05/07 00:00:00	09/04/08 23:59:59	Y
Str. Concrete	Cert Tech	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y

Effective Date: The **Effective Date** is the date the sampler passed the proficiency qualification requirements and is allowed to sample the material

Expiration Date: The **Expiration Date** is the date that the sampler shall no longer be allowed to sample the material without some type of additional approval process.

Active Ind: The **Active Ind** field specifies whether a qualification is active or not.

Tester Qualification:

Test Method: The **Test Method** field indicates the type of certification program the tester is being certified in. The types of programs utilized for testing in the Certified Technician Program are:

- CAPP
- HMA
- Str. Concrete

Type: The **Type** indicates the type of testing program. The selection that will be utilized for the Certified Technicians Program is **Cert Tech**.

AASHTO SiteManager

File Edit Services Window Help

Material User

User ID: bxsredd User Name: Redd, Scarlet
 Geographic Area: Contractor

SM Security User ☒ Sampler ☒ Tester ☒ Global Tester ☒

Sampler Qualifications

INDOT Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Cert Tech - Str. Concrete	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
T141 - Concrete	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
ITM207 - Aggregate	Cert Tech - CAPP	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
ITM207 - Aggregate	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
T141 - Concrete	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N

Tester Qualifications

INDOT Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T23 - Concrete	Cert Tech	2007 Purdue - Str. Conc.	09/05/07 00:00:00	09/04/08 23:59:59	Y
HMA	Cert Tech - HMA	2007 Rose Hulman - HMA	09/05/07 00:00:00	09/04/08 23:59:59	Y
CAPP	Cert Tech	2003 Purdue - CAPP	09/05/07 00:00:00	09/04/08 23:59:59	Y
CAPP	Cert Tech - CAPP	2007 Purdue - CAPP	09/05/07 00:00:00	09/04/08 23:59:59	Y
Str. Concrete	Cert Tech	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y

Authority: The **Authority** field indicates the year and how the tester was qualified, certified or passed a proficiency test. The selections that will be utilized when a tester is certified are:

- YYYY Purdue – CAPP
- YYYY Purdue – Str. Conc.
- YYYY Rose Hulman – HMA

Where YYYY is the year the tester is certified. The selection that will be utilized when a tester passes the proficiency portion for a material within the Certified Technicians Program is YYYY INDOT – IA where YYYY is the year the tester passes the proficiency portion for the material.

Effective Date: The **Effective Date** indicates the year the tester is certified.

Expiration Date: The **Expiration Date** is the date that the tester shall no longer be allowed to test the material without some type of additional approval process.

Active Ind: The **Active Ind** field specifies whether a tester is active or not.

F-3-8-T Group Exercise

Look up a **Material User**'s credentials and qualifications.

Log into SiteManager as: inquire

Password: pass

Navigate from the **Main Panel**:

“Double-click” on **Materials Management (+)** icon

“Double-click” on **Approved Lists (+)** icon

“Double-click” on **Material User** icon

Right “click” on the **User ID** field

Search for **d90imorr**

View **Sampler Qualifications**

View **Tester Qualifications**

“Click” on the **Close** button located on the toolbar